



KENYA FOREST SERVICE

DOCUMENT TITLE: PENSION ADMINISTRATIONS

REF NO:KFS-HR&AD-005

ISSUE NO: 2

REVISION NO: 1

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ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	HEAD PENSIONS	10 th June 2010
2	Changes Done to conform to ISO 9001:2015 standard	HEAD PENSIONS	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	QPM	Quality Policy Manual
2	PM	Procedure Manual
3	WI	Work Instructions
4	FCMA	Forest Conservation Management Act
5	RBA	Retirement Benefits Act, Cap 197
6	PA	Pensions Act, Cap 189
7	SP	Strategic Plan 2018-2022

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	MHRA
4	HP

RECORDS/ANNEXES

REC. NO	REC. TITLE
BEN/3/KFS	Pension Claims and other related issues

PREPARED BY: MHRA

APPROVED BY: CCF



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1. TERMS AND DEFINITION

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
MHRA	Manager Human Resource and Administration
HP	Head Pension
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor

2. SCOPE

This procedure covers the process from receiving pension contribution schedule from payroll, submission of pension schedule to the administrator, reconciliation of statements and processing of payments to the rightful beneficiaries.

3. PURPOSE

This is to ensure adequate control in the management and growth of pension's procedure within Kenya Forest Service.

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1. Chief Conservator of Forests

5.1.1. Approve officer on permanent and pensionable terms

5.1.2. Approve payments of pension contributions

5.1.3. Appoints Management Committee on Pensions (ManCo)

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**5.2. Manager, Human Resource and Administration**

- 5.2.1. Provide supervisory role to the Head Pensions
- 5.2.2. Review the Board and Management papers
- 5.2.3. present pension issues before the management
- 5.2.4. Advices the CCF on pension matters
- 5.2.5. Prepare pension contributions budgets

5.3. Head Pensions

- 5.3.1. Prepare monthly contributions schedule and submit to the administrator
- 5.3.2. Prepare pension reports
- 5.3.3. Pension office day today running
- 5.3.4. Advice staff on pension benefits and financial planning
- 5.3.5. Review administrator's, fund manager's, custodians and Trustees reports
- 5.3.6. Prepare training presentations on pension benefits

5.4. Manager, Finance and Accounts

- 5.4.1. Makes payments of pensions

6. RESOURCES, INPUTS AND OUTPUTS**6.1. Resources**

- 6.1.1. Finances
- 6.1.2. Personnel
- 6.1.3. Infrastructure

6.2. Inputs

- 6.2.1. Review annuities forms
- 6.2.2. Pension Documents
- 6.2.3. Management Committee Meeting (ManCo)
- 6.2.4. Monthly pension contribution schedule

6.3. Outputs**PREPARED BY: MHRA****APPROVED BY: CCF**



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- 6.3.1. Cheques
- 6.3.2. Pre-retirement Training Data
- 6.3.3. ManCo Minutes
- 6.3.4. Pension statements
- 6.3.5. Monthly pension to retirees

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service's Risk register

9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports.

10. DETAILS OF PROCEDURE

10.1. Pension Administration

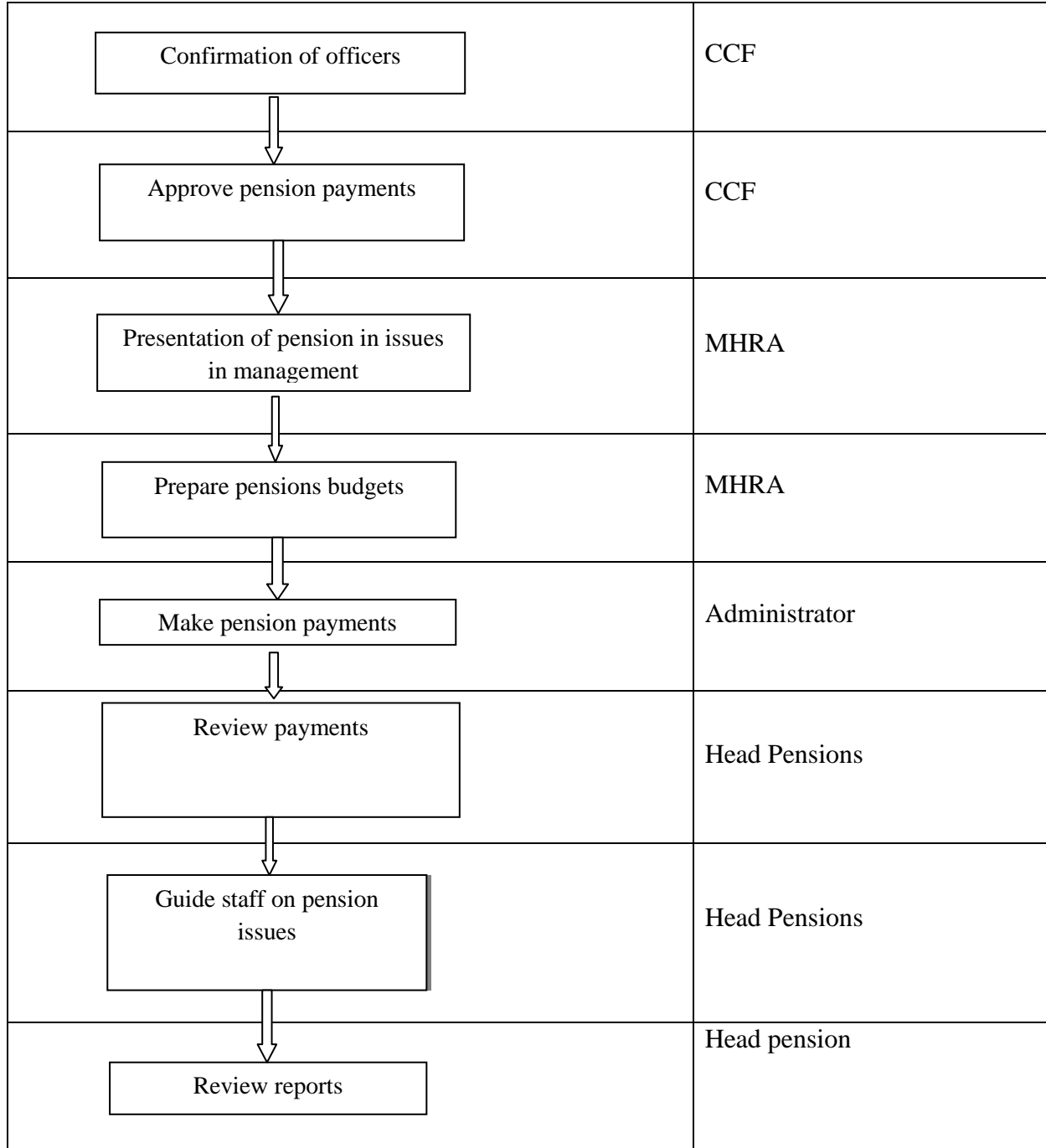
- 10.1.1. When an officer is confirmed permanent and pensionable he is admitted to pension by payroll office and subsequent pension deductions is done monthly by payroll office.
- 10.1.2. Accounting officer appoints a management committee on pension (ManCo).
- 10.1.3. Head of Pensions consolidates the list of all staff due for retirement.
- 10.1.4. The pension committee carried out training of members and make recommendations to the CCF for approval of any changes
- 10.1.5. Head Pensions is responsible for updating and guiding staff on pension and financial matters.

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11. PROCESS FLOW CHART



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